



The Niskayuna Community Foundation

Grant Guidelines

Policy

The general policy of the Niskayuna Community Foundation is to make grants for innovative, creative projects and to support programs that are responsive to changing community needs.

These guidelines offer general guidance and are not a guaranteed prescription for success in obtaining a grant. Ultimately, each proposal is evaluated on its planning, leadership, support and vision as expressed in the application.

Grants made for the competitive grant program range between \$1,000 and \$10,000. Grant requests for amounts lower than \$1,000 should apply under the mini-grant program.

1. Grant applications for grants requesting up to \$10,000 are due April 14, 2018. *Please note: a pre-application is no longer required for full grant applications.*
2. Mini-grant applications (applications for funding in amounts less than \$1,000) will be evaluated on a rolling basis throughout the year. Mini-grant applications may be submitted for consideration year-round.

Eligibility

Grant periods do not exceed one year in duration. Applicants may submit only one application to our regular competitive grant making program per year.

Grants are awarded in the following fields:

- Arts and Culture
- Community Development
- Conservation and Historic Preservation
- Education
- Health and human services
- Recreation

Grants are also made for capital projects, which may include major equipment purchases. Matching grants are available in which a grant is given to an organization provided that organization can raise a similar amount.

Niskayuna Community Foundation's competitive grants support organizations that do not discriminate in their employment practices, volunteer opportunities, or delivery of programs of services on the basis of race, color, religion, national origin, ancestry, age, medical condition, disability, veteran status, marital status, sexual orientation or any other characteristic protected by law.



To be eligible for funding, applications must meet the following requirements:

- Qualify under Section 501(c)(3) of the Internal Revenue Code as a nonprofit organization OR operate under the fiscal sponsorship of an organization that does;
- Serve residents who live in the town or school district of Niskayuna.

The following are NOT eligible for competitive grant funding:

- Research projects
- Foundations or endowments
- Political, government or religious activities
- Venture capital for competitive profit-making activities
- Capital campaigns
- Travel, tours or trips
- Underwriting of conferences
- Advertisements in programs, journals or other publications

If your organization is not currently recognized by the IRS as a 501(c)(3) tax exempt nonprofit organization, you may identify to a sponsor who will act as your organization's fiscal agent.

One copy of the sponsoring organization's IRS Letter of Determination showing the 501(c)(3) status must be included with grant applications, along with one copy of the sponsor's most recent annual financial statements. The sponsoring organization's chief executive officer must co-sign the grant application cover sheet.

If the grant is approved, payment will be made to your organization through your sponsor (fiscal agent).

Review Process

Applications will be evaluated by the Board of Directors by June 30. In considering a grant request, the Niskayuna Community Foundation places the highest priority on projects that address significant community issues, are result oriented, encourage the involvement and participation of diverse racial and ethnic groups and empower people to take control over their lives and environment.

The Distribution Committee discusses each application and may request a site visit before a decision is reached. The committee then presents its recommendation to the next meeting of the Board of Directors of the Niskayuna Community Foundation.

The following factors will affect grant decisions:

- The extent that innovative efforts build upon existing resources and services
- Clarity of project goals and objectives
- Capability of the organization and its personnel to achieve the desired results
- Community support for the proposed project



- Ability to secure future funding to continue the project after the grant period
- Annual fundraising drives
- Loans or assistance to individuals
- Scholarship or fellowship programs

Post Grant Requirements

Final reports evaluating the effectiveness of the grant funded program are required of all grantees and will be detailed in the Grant Agreement. A reporting form will be included with the grant award.